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11 MAR 1970

MEMORANDUM FOR: Chief, Building Planning Staff

SUBJECT : Office of Security Space in the [REDACTED] Area

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1. Reference is made to your conversation with representatives of this Office on 3 March 1970 relative to the possibility of relocating all OS elements of the Physical Security Division (15 people) presently located in the [REDACTED] Building to the [REDACTED] Building in order to provide space for elements of OSP and SPS. At that time you were advised that even though we may have a few square feet of excess space in the [REDACTED] Building it was our judgment that adequate space was not available in the [REDACTED] Building to accommodate this personnel.

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2. In compliance with your verbal request the following information is furnished in support of the position indicated above:

(a) The first floor of the [REDACTED] Building contains 7441 square feet of usable floor space after exclusion of main corridors, utility rooms and other non-office areas. Of this amount 244 square feet is now utilized as an equipment storage and work laboratory and 489 square feet comprises a conference room. The remaining office space

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[REDACTED] contract positions on their current table of organizations. Proposed Office of Security ceiling reductions in FY 1970 and FY 1971 will not materially reduce the position total. In addition, the configuration of this space is such that some offices must be utilized as corridors and/or storage space thereby reducing its efficient utilization. This Building has always been fraught with heating, air conditioning and ventilation problems and any smaller subdivision would merely exaggerate these problems which have resulted at times in the early dismissal of employees due to the intolerable conditions.

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(b) It is not considered feasible to convert the conference room containing 489 square feet into office space. This is the only place in the Building where the Deputy Directors of Security for IOS and PTOS can hold meetings with groups of their personnel located in that Building. Meetings of this type are extremely important because these officials are located in the Headquarters Building and cannot have daily contact with the Divisional and Branch personnel. In addition, the room is utilized for conferences with other Agency officials in planning sensitive operational matters such as [REDACTED] etc.

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(c) The [REDACTED] Building does not have any designated space at the present time where employees can lie down in the event of sudden illnesses. The General Services Administration considers usage of space for this purpose to be appropriate. In this connection, the [REDACTED] Building has such a facility. We feel that a room in the [REDACTED] Building containing approximately 150 square feet should be designated as a health lounge and that appropriate furnishings should be provided.

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3. The Office of Security does not believe it is possible to provide space for 15 additional employees in the [REDACTED] Building and still maintain the minimum standards necessary for the health and efficient operations within the Building.

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4. In regard to your proposed visit to [REDACTED] Building in connection with your space survey, we wish to point out that in early 1968 we requested Office of Logistics representatives to determine the space requirements for our Technical Division. As a result of this survey we received an informal written report indicating that the space was inadequate for the number of personnel and the amount of equipment in this Building. No additional space has been provided and the situation has not changed since that time.

5. In accordance with instructions, the Office of Security relinquished a total of 2138 square feet of office space in the [REDACTED] Building during calendar year 1969. In November 1969 when told to release the second increment consisting of 948 square feet we were informed that we would not be required to relinquish any additional space in the [REDACTED] Building.

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Howard J. Osborn
Director of Security

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